

Amanda Clark

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Objective

To obtain the position as the Executive Director of Abigail Pregnancy Services.

Education:

Master of Business Administration- Health Care Administration
Mount Vernon Nazarene University

May 2014
GPA: 4.0

Bachelor of Science in Middle Grades Education
Content Areas: Language Arts and Science
Ashland University

May 2008
GPA: 3.56

Associates of Theology
PeaceMakers School of Theology
Sioux City, IA

October 2010

Work Experience:

Willard Hope Center- Willard, OH Director/Board President September 2012-Present

- ❖ Implements the schedule of activities, daily devotional teachers, and meals with volunteers.
- ❖ Works with the community to promote Hope Center involvement by speaking at churches and local meetings.
- ❖ Applies for funding through different grant agencies.
- ❖ Creates a safe environment among the children that attend.
- ❖ Encourages children to discover the love of Jesus Christ through daily devotions and small groups
- ❖ Oversees the volunteers and their involvement within the ministry.

Willard First Assembly of God- Willard, OH Children's Pastor/Treasurer September 2012-Present

- ❖ Develops lessons for children's church.
- ❖ Oversees the finances by paying bills, writing paychecks, and working with the board for the church budget.
- ❖ Continues to find ways to strengthen the spiritual walk of the children.
- ❖ Sits on the church board to help plan church events as well as make business decisions regarding the church.

Fisher Titus Medical Center – Norwalk, OH Registrar January 2012- December 2013

- ❖ Registered outpatients for labs and radiology while using the Cerner application of registration.
- ❖ Ran Medicare through MediQuant to ensure that patients insured under Medicare are covered for the labs.
- ❖ Used FirsNet to register emergency patients into the emergency room.
- ❖ Registered lab drop offs for patients whom have dropped off their lab specimens.

Release Time Bible Education- Willard, OH Bible Teacher/Volunteer Director September 2012-May 2013

- ❖ Educated students in 2nd and 5th grade about God, Christ, salvation, and other biblical concepts and stories.
- ❖ Developed relationships with the children and with the volunteers.
- ❖ Contacted volunteers every week to ensure that each class has adequate number of volunteers.
- ❖ Worked under the Willard Alliance Ministerial Association and follows all rules set in place.

Fisher Titus Medical Center- Norwalk, OH Transporter January 2012- August 2012

- ❖ Transported inpatients and emergency department patients to MRI, CT, x-ray, or nuclear medicine.
- ❖ Assisted the patients when they are moving from their bed to the wheelchair or to the cart.
- ❖ Worked with Cerner Image Viewer, Person Finder, Order Viewer applications to view patients' orders.
- ❖ Communicated with other hospitals, doctor's offices, and clinics about the radiology results of patients using applications through Cerner to view the patient's results as read by the radiologist.

Coaching Experience:

Assistant Cheerleading Coach-	Willard, OH	Willard High School	2005-2008
<ul style="list-style-type: none">❖ Coached freshmen squads during football and basketball seasons.❖ Monitored practices by making sure the cheerleaders were on task and doing their best.❖ Planned practices based on what was needed most for improvement.❖ Encouraged students to be strong leaders and do their best at all times whether in sports or in the classroom.❖ Attended games, coaches meetings, awards banquets, and practices.			

Volunteer Experience:

Spiritual Hour Teacher-	Sioux City, IA	Boys & Girls Home	2010-2011
<ul style="list-style-type: none">❖ Teaches the teenage girls about the Word of God and Christian principles.❖ Ministers to the girls about the walk of a Christian and various topics concerning youth and faith.❖ Takes girls to youth group every Wednesday night to learn more through the youth pastor.❖ Drives girls to church on Sunday so that they can attend church while being in treatment..			

Youth Leader-	Sioux City, IA	Cornerstone World Outreach	2009-2011
<ul style="list-style-type: none">❖ Monitors youth during youth group to make sure they are appropriate.❖ Assist in events and activities to facilitate youth.❖ Encourage positive behavior and morals by setting an example for youth.			

Brownie Girl Scout Troop Leader-	Willard, OH	Girl Scouts of Erie Shores	2007-2008
<ul style="list-style-type: none">❖ Administred a troop of 14 girls from 1st-3rd grade.❖ Generated meetings by deciding which try-it badge we would work for.❖ Scheduled meetings to be at convenient times for everyone.❖ Organized bake sales and fund-raisers to earn money for the troop.			

Sunday School Teacher-	Shiloh, OH	Messiah House of Prayer	2005
<ul style="list-style-type: none">❖ Implemented lessons based on the Bible.❖ Formulated lessons about creation, Adam and Eve, Noah's Ark, and Christmas.❖ Produced crafts for the students to create based on the lessons.❖ Organized the classroom to accommodate for the activities of the day.			

Leadership Experience:

Orientation Team-	Ashland, OH	Ashland University	2005-2007
<ul style="list-style-type: none">❖ Helped the incoming freshmen adjust to college life.❖ Instructed how to use class scheduling program, Web Advisor.❖ Gave tips on scheduling.❖ Worked with students in making their four-year plans.			

CMLA Vice-President-	Ashland, OH	Ashland University	2006-2007
<ul style="list-style-type: none">❖ Directed meetings along with the president and secretary for all middle grade majors at meetings.❖ Structured meetings based on dealing with middle school issues.			

Professional Development:

National Middle School Association Conference	Houston, TX	2007
CMLA Regional Conference	Columbus, OH	2007
CMLA First-Year Teacher Panel Conference	Tiffin, OH	2007
National Middle School Association Conference	Nashville, TN	2006

Honors:

Kappa Delta Pi-Educational Honorary Fraternity	Ashland University	2007-2008
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Additional Certifications:

Praxis II: PLT, Science, and Language Arts certified